Hindawi is one of the world's largest open access publishers of peer reviewed journals. We passionately believe in open scholarly communication and strive to enable the widest possible access to the research we publish.

We are currently looking for a number of Publishing Editors to build our new team in London. If successful, you would be responsible for the success of a defined set of journals within a broad discipline group. The primary goal of this role will be to develop a close working relationship with members of the academic editorial boards to further develop the journals within the portfolio. We offer a competitive salary and benefits package, a central London location, a relaxed and supportive work environment, and the opportunity to contribute to scientific progress.

Responsibilities

Portfolio Management

- Be the key point of contact for your Academic Editors and build a close working relationship with them
- Prioritise journals for development and create as well as implement a strategy plan
- Ensure journals are represented in relevant indexing services and prepare journals for acceptance by additional services
- Develop knowledge of the research areas of your portfolio and use this knowledge to actively identify journal development opportunities
- Work alongside your Academic Editors to increase journal visibility, submissions, and reputation within the field
- Increase visibility and citations through commissioning and appropriate marketing

Special Issue Development

- With the assistance of the Editorial Board, assess special issue proposals submitted to the journals within your portfolio
- Give guidance to the lead guest editors to refine their call for papers
- Support the lead guest editors in promoting their call for papers to prospective authors
- Compile reports on the status of the special issues within your portfolio
- Explore and implement methods to promote special issues once they are published
Skills and experience

- A minimum of 1-2 years’ experience in the publishing industry
- Degree in a scientific discipline (in addition to life sciences and physical sciences we are interested in people with a computer science, mathematics or engineering background), further degree a plus
- Knowledge of peer review and the publishing process
- An interest in Open Access publishing
- Excellent communication skills
- Strong organisational skills, with attention to detail
- A positive and proactive approach to problem-solving in daily tasks
- Able to work cooperatively with colleagues at all levels
- A high level of computer literacy
- Experience of working in a startup and/or tech environment desirable

Benefits

- Competitive salary
- Matching pension funding (4% of salary)
- Private medical and dental insurance
- Season ticket loan
- Cyclescheme

Compensation

Salary based on experience

To apply for the position, please send your CV and cover letter, including salary expectations, notice period, and your motivation for working with us to londonjobs@hindawi.com. Applications will be considered on a continuous basis, so early applications are encouraged.